



## CALIFORNIA DEPARTMENT OF PUBLIC HEALTH CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

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| <b>DEPARTMENT:</b>     | CALIFORNIA DEPARTMENT OF PUBLIC HEALTH | <b>RELEASE DATE:</b>               | Thursday, April 1, 2010 |
| <b>POSITION TITLE:</b> | Chief, Application Support Branch      | <b>FINAL FILING DATE:</b>          | Monday, April 26, 2010  |
| <b>CEA LEVEL:</b>      | CEA 2                                  | <b>EXTENDED FINAL FILING DATE:</b> |                         |
| <b>SALARY RANGE:</b>   | \$ 7,815.00 - \$ 8,616.00 / Month      | <b>BULLETIN ID:</b>                | 04012010_1              |

### POSITION DESCRIPTION

Under the general direction of the Deputy Director, Information Technology Services Division (ITSD), the Chief, Application Support Branch (ASB) plan, organizes, directs, and evaluates the ASB Information Technology (IT) project management activities within ITSD. Through subordinate managers, the Chief provides oversight of 35 State employees and 15 contract staff. These staff members coordinate and provide user requirement definitions, systems analysis and design, database design, computer programming, systems testing, user acceptance, and application maintenance for one of the State's largest application systems, the Women, Infants, and Children's Services Integrated Statewide Information System (WIC ISIS). Branch staff also supports numerous other application systems for the California Department of Public Health (CDPH). The incumbent develops and administers policies, procedures, and standards governing information systems development, continually evaluates such for effectiveness, and recommends and administers revisions. The incumbent serves on departmental and statewide project and steering committees with CDPH program managers, other State departments, and counties to ensure cohesive and timely system implementation. The incumbent also participates in ITSD budgetary processes and setting project priorities, working with department programs to ensure that resources are allocated appropriately to meet CDPH program needs.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as

defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

- Extensive knowledge of principles and techniques of Information Technology.
- Demonstrated knowledge and experience in the principles and techniques of Project Management.
- Demonstrated leadership experience in the System Development Life Cycle.
- Demonstrated management skills necessary to lead, motivate, and develop staff.
- Demonstrated ability to advise, consult, and work cooperatively with departmental staff, as well as legislators, federal government, and other public and private agencies.
- Demonstrated ability to communicate effectively and to present logical and convincing arguments.
- Demonstrated ability to make both planned and impromptu presentations before a group of individuals on technical and possibly high sensitive issues.
- Working knowledge of human resource policies and practices.

### **ADDITIONAL HIGHLY DESIRABLE CHARACTERISTICS**

**Creativity and Innovation** – Applies new way of thinking. Has the ability to solve problems, create new ideas, and develop new approaches to achieve the Department's mission.

**Vision** – Understands the context and mission of the Department both internal and external. Has an awareness of the Department's critical issues, anticipates and influences the future. Has the ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.

**Credibility and Integrity** – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide. Has the ability to make decisions and be accountable for those decisions.

**Teamwork** – Cooperates to achieve the Department's mission, goals, and values and encourages diversity of opinions. Has the ability to enhance his/her own ability and the ability of others to contribute.

**Communication** – Has a clear expression of ideas, thoughts and expectations and is an active and empathic listener. Understands that people process information differently; takes initiative to build relationships; understands cultural differences.

**Staff Development** – Recognized that people are the Department's most valuable resource. Can identify and define needs of the Department, attract appropriate candidates, evaluate, and select the most qualified. Takes the time to develop and encourage staff to achieve their true potential.

In addition, to best serve both our internal and external customers, it is important that our management team understands and is sensitive to the diversity of people we serve. The composition of our management team should also reflect diversity.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Application Support Branch**, with the **CALIFORNIA DEPARTMENT OF PUBLIC HEALTH**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

### **STATEMENT OF QUALIFICATIONS**

In addition to the Standard State Application (STD. 678), all interested applicants are required to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications, desirable qualifications, and desirable characteristics. The Statement of Qualifications must discuss the following critical factors:

1. Describe your ability, including leadership techniques, for organizing and motivating groups and/or employees, directing the work of multidisciplinary professional and administrative staff, and dealing effectively with a variety of individuals, organizations, and state agencies.
2. Describe your ability to gain the confidence and support of top-level administrators, and advise on a wide range of information technology issues.
3. Describe your knowledge of, and experience with, IT project management principles and techniques.
4. Describe your knowledge of, and experience with, the State's IT procurement and oversight processes.
5. Describe your experience that demonstrates your ability to analyze complex technology issues and make recommendations for effective courses of action.
6. Describe your knowledge of, and experience with, the System Development Life Cycle.

### **FILING INSTRUCTIONS**

#### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and discuss the six critical factors listed above.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, Human Resources  
P.O. Box 997378, MS 1701-1702, Sacramento, CA 95899-7378  
Kelly DeRoss | 916-552-9212 | [Kelly.DeRoss@cdph.ca.gov](mailto:Kelly.DeRoss@cdph.ca.gov)

**ADDITIONAL INFORMATION**

Application packages may also be hand-delivered to: California Department of Public Health, Human Resources Branch, 1501 Capitol Avenue, Suite 71.1501, Sacramento, CA.

Questions regarding the examination process should be directed to Kelly DeRoss at [Kelly.DeRoss@cdph.ca.gov](mailto:Kelly.DeRoss@cdph.ca.gov) or at (916) 552-9212.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA DEPARTMENT OF PUBLIC HEALTH reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>